



Town of Amherst  
Special Council Meeting  
Agenda

Date: **Thursday, October 13, 2022**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

---

Pages

1. CALL TO ORDER
2. REQUEST FOR DECISION
  - 2.1. Cornerstone Memorandum of Understanding 1 - 6
3. ADJOURNMENT

# Synopsis

## **Memorandum of Understanding between Cumberland Homelessness and Housing Support Association (Cornerstone) and the Town of Amherst.**

---

Cornerstone is a non-profit, volunteer lead organization which is working towards the establishment of additional affordable housing units within the Town of Amherst as well as the establishment of the first permanent emergency transitional housing facility within the Town.

In order to move this project forward, Cornerstone now requires the services of an Executive Director who will lead the efforts of this organization as they relate to their established goals and objectives.

While the provision of affordable housing and emergency transitional housing is clearly a Provincial responsibility, the Town of Amherst feels that by engaging the services of an Executive Director, Cornerstone will be able to develop the necessary plans, strategies and grant applications required to obtain funding from the Province of Nova Scotia and other organizations for the establishment of these services within the Town of Amherst. In addition, both Cornerstone and the Town of Amherst feel that an Executive Director will be able to build further capacity in our community which will lead to even more such housing projects in the future.

In order to make this project a reality, Cornerstone and the Town of Amherst intend to enter into a Memorandum of Understanding in which the Town will fund the costs of an Executive Director for a 12-month period, after which it is anticipated that Cornerstone will have secured the funding required to continue the position on an ongoing basis.

### **MOTION**

**I move that the Town of Amherst approve the attached memorandum of understanding with Cornerstone, including necessary minor housekeeping amendments thereto, and authorize the Mayor and Chief Administrative Officer to sign on their behalf.**

## MEMORANDUM OF UNDERSTANDING (MOU)

Made in duplicate

BETWEEN **Town of Amherst**, a corporation under the laws of the Province of Nova Scotia, carrying out business at 98 Victoria Street East, Amherst, NS B4H 4A1, (the "TOA")

- AND -

**Cumberland Homelessness and Housing Support Association**, a not for profit organization incorporated under the laws of the Province of Nova Scotia, carrying out business at .....  
(Cornerstone)

(Collectively referred to as the "**Parties**")

WHEREAS the Parties have a common interest in increasing the availability of both affordable housing and emergency transitional housing within the Town of Amherst;

AND WHEREAS housing is clearly a Provincial responsibility and should not be directly provided by a municipality;

AND WHEREAS the Parties are desirous of working together in a collaborative manner to increase access to these services;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

### GENERAL

1. Cornerstone will hire an Executive Director to plan, implement and manage the development of both affordable housing units and emergency transitional housing within the Town of Amherst.
2. The Town of Amherst will be permitted to appoint one Councillor to the Board of Cornerstone.
3. The Executive Director will periodically present updates to Amherst Town Council.
4. The Executive Director and the Town of Amherst CAO or designate will meet periodically to review issues related to this agreement.

5. Cornerstone, will be responsible for:

- a) Actively working toward the establishment of a permanent emergency transitional shelter within the Town of Amherst;
- b) Actively working towards the establishment of a number of affordable housing units within the Town of Amherst;
- c) Fundraising, including applying for grants, for both the capital and operating costs of the facilities owned and / or operated by Cornerstone, and the expenses of Cornerstone in general;
- d) Providing leadership and building capacity within the local community on issues related to their mandate;
- e) All aspects of the construction, renovation and operation, including all liability, of any affordable housing units or transitional shelters developed by Cornerstone;
- f) Continue to investigate and potentially develop additional affordable housing options within the Town of Amherst.

**FUNDING**

7. The TOA will fund 100% of the cost of the Executive Director for a 12-month period, with estimated costs outlined in Appendix A of this document.

8. External funding opportunities will be pursued by Cornerstone. Any additional funding for the Executive Director position will be used to offset the costs to the Town of Amherst, or at the sole discretion of the TOA the additional funding may be used by Cornerstone for the pursuit of their stated goals and objectives or to extend the term of the Executive Director.

9. Should the Municipality of the County of Cumberland be desirous of partnering with Cornerstone and the Town of Amherst for the provision of affordable housing and / or emergency transitional housing in the area, both parties to this agreement will make all reasonable efforts to negotiate their inclusion in the agreement.

**GOVERNANCE**

10. The Executive Director is an employee of Cornerstone, reporting to Board of Directors of that organization. To further clarify, the Executive Director will not be subject to any employee policies, procedures or benefits of the Town of Amherst.

**REPORTING**

11. The Executive Director shall submit a monthly report to the Town of Amherst for inclusion in Council agendas.

## **TERM**

12. While through this agreement the Town of Amherst has agreed to provide funding for an Executive Director for a period of 12 months it is anticipated that this agreement will continue in some form as long as Cornerstone is actively operating within the Town of Amherst, notwithstanding the fact that the Town of Amherst may not be actively funding Cornerstone at a future time.

13. This agreement may be amended at any time with the consent of both Parties.

14. A review of this agreement will commence after the Executive Director has been in their position for a period of none months to consider its continued applicability or any improvements / changes desired by either party.

**Town of Amherst:**

---

Jason MacDonald, MCIP, LPP  
Chief Administrative Officer

---

David Kogon, MD  
Mayor

**Cumberland Homelessness and Housing Support Association:**

---

---

## SCHEDULE "A"

### STAFFING COSTS

Salaries	\$65,000.00
MERC	\$5,141.50
Benefits	\$14,300.00
Staff development	\$3,000.00
Travel	\$1,000.00

### ADMIN & OVERHEADS

Equipment purchase	\$2,000.00
Supplies	\$500.00
Telephone	\$720.00
Internet	\$1,200.00

### OTHER

Director's and Officer's Insurance	\$1,000.00
Corporate Liability Insurance	\$700.00

<b>Total Operating Expenses</b>	<b>\$94,561.50</b>
---------------------------------	--------------------